

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

JJ Abrams

[His Company Name, if applicable]
[Company Address]
[City, State, Zip Code]

Dear Mr. Abrams,

[Introduction: Briefly introduce yourself and the purpose of the letter.]

[Body: Elaborate on the reason for your correspondence, providing
necessary details and context.]

[Conclusion: Summarize your points and express any desired outcome or
next steps.]

Thank you for your time and consideration. I look forward to your
response.

Sincerely,

[Your Name]